

TOWN OF SIMSBURY

**DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CONNECTICUT 06070**

REQUEST FOR PROPOSALS

FOR

**ON-CALL PROFESSIONAL SERVICES:
MONITORING OF DEBRIS REMOVAL AND RELATED SERVICES
DPW-RFP 2020-01**

The Town of Simsbury is soliciting proposals for on-call Professional Services related to disaster debris monitoring and management, as well as any related services. The qualified candidate would be familiar and experienced with state and federal emergency agency guidelines.

Sealed Bids will be accepted by, Amy Meriwether, Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT 06070 until 1/8/2020

Specifications and bidding documents may be obtained electronically via the Town's web site at the following link: <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>. Bid documents will not be mailed or faxed.

Each Respondent, by making their proposal, represents that they have read and understand the proposal documents. The right is reserved to reject any and all proposals not deemed to be in the best interests of the Town of Simsbury.

"NONDISCRIMINATION IN EMPLOYMENT"

Bidders on this work will be required to comply with the President's EXECUTIVE ORDER NO. 11246.

The right is reserved to reject any or all bids or to waive defects in same if it be deemed in the best interest of the Town of Simsbury. The Town of Simsbury is an Equal Opportunity Employer.

Thomas J Roy, P.E.
Director of Public Works

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR MONITORING OF DEBRIS
REMOVAL AND RELATED SERVICES FOR
TOWN OF SIMSBURY
Simsbury DPW-RFP 2020-01

SCOPE

Town of Simsbury (the “Town”) is seeking to enter into an on-call agreement for disaster debris monitoring and emergency management services.

The Town is seeking the services of a qualified firm to provide on-call monitoring for the removal of debris in the case of a natural disaster or other catastrophic event. As requested by the Town, additional services may include damage assessments and assistance with reimbursement/financial recovery, specifically with Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), the State of Connecticut or other funding sources. Other Services may be required that are deemed to be in the best interest of the Town of Simsbury

The initial term of the contract will be for three (3) years from the date of award, with the option to renew for up to two (2) additional one-(1) year periods, by mutual consent.

REQUIREMENTS

The Town is seeking qualifications and proposals for monitoring and managing the removal of disaster-generated debris from public lands, easements, and rights-of-way. Removal of debris from private property may also be included. The primary purpose of these on-call services is to: 1) provide guidance to the Town in the preparation of contracts for emergency disaster remediation services in order to position the Town to be able to successfully manage natural disasters that may impact our region; 2) provide consultation and on-site monitoring of disaster recovery operations, including debris removal; and 3) provide support with reimbursement/financial recovery, specifically with Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), the State of Connecticut or other funding sources.

Respondent must meet the following general conditions:

- 1) Be capable of advising the Town on ways to be better prepared for a natural disaster, including steps the Town could implement to be in a better position to receive full federal financial assistance;

- 2) Be able to provide monitoring of the cleanup, removal, separation, reduction and disposal of Debris, as defined in the Scope of Services set forth on Exhibit “A” attached hereto and incorporated herein by reference (the “Services”);
- 3) Be willing and capable of performing the Services, including, but not limited to, proper documentation preparation, management, and event closure services;
- 4) Be knowledgeable and have experience in the provision of the Services for reimbursement through the FEMA Public Assistance, FHWA and other State and Federal agencies involved in disaster remediation;
- 5) Be able to perform the Services and any other agreed to services in a timely manner, recognizing that the Town desires this work in the event of an emergency situation where timeliness of service is critical; and
- 6) Be capable of completing all necessary FEMA and/or FHWA grant applications for the Town as they relate to eligible/reimbursable expenses resulting from an event.

PROPOSAL & SELECTION

Interested firms are requested to submit three (3) copies of qualification data, including a fee schedule, to Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow St, Simsbury, CT 06070 by 10:00 a.m. 01/08/2020

Proposals should include the following:

1. Qualification Data - to include company background, staffing, service capabilities and at least five (5) public sector references with contacts and phone numbers.
2. Work Approach - to include a complete detailing of your firm’s process for providing the subject services in the event of an emergency – include a timeline for work to be performed and any/all requirements on the part of the Town.
3. Fee Schedule - this should include “menu style” pricing for the services offered.
4. Certification of Insurance - as stated on the next page. Please note that the Town of Simsbury is to be named as an additional insured on the policy.

Proposals will be evaluated based on a combination of experience with similar projects, qualifications of staffing, schedule and fee. Ultimately, the Town is seeking to hire the firm that will best meet our needs.

RESPONSE FORMAT

Please provide the following information:

Company Profile:

A company profile, including the firm name, business address, telephone number, year established (include former firm names and year(s) established, if applicable), type of Township, and parent company, if any. Provide the name of the person who shall serve as authorized negotiator for Respondent, should Respondent be selected to negotiate with Town.

Experience:

Provide information indicative of experience on other projects (please limit to five projects) of similar complexity that document successful and reliable experience in past performance within the last seven (7) years, as is related to this proposal. The proposing firm must demonstrate that they have successfully performed services on at least 5 FEMA reimbursable disaster debris removal projects related to at least 3 different declared disasters over the past seven (7) years, including at least two (2) projects involving removal of at least 150,000 cubic yards of debris. Identify local governmental clients for whom similar services have been provided, including name of client, client contact person, description of services performed and quantity of debris monitored. Provide resumes of key staff. Respondent must demonstrate special disaster recovery program management services, including monitoring of private property/right-of-entry (ROE) work, waterway/marine debris clean-up, sand recovery/beach remediation, hazardous tree/limb removal, hazardous material removal, vessel and vehicle recovery, asbestos removal, data management, contracting/invoice reconciliation, and FEMA appeals assistance.

Personnel:

Provide an organizational chart, short form resumes, and summary of staff qualifications. A summary of staff qualifications for each of the positions listed in the fee schedule is required, i.e. a Project Manager will have a minimum of x years of experience and a minimum of xyz education. Demonstrate current capacity and current expertise in debris removal. Respondent shall document knowledge and experience of personnel with Federal and State emergency management agencies, programs, funding sources and reimbursement processes.

Conflicts:

All Respondents must certify that neither the Respondent, nor any employee thereof, has any conflict of interest, either direct or indirect, in connection with the services sought herein, pursuant to Federal or State law. Has Respondent had a contract related to debris removal cancelled within the past seven years. If so, state the name and address of the other contracting party and reason.

Technical Approach:

Provide a description of the Proposer's approach to the project, including implementation of the RFP Scope of Services, startup procedures, debris estimating methodology, and management of debris recovery contractors.

References:

The respondent shall provide references for five (5) debris projects of similar size performed over the past seven (7) years. Include the client name, debris quantity, brief summary of work, along with name, address, and phone number of a responsible contact person.

Capacity/Schedule:

Capacity to perform services timely for the Town is critical and could be impacted by other obligations firms may have in the general area. Provide a typical schedule outlining the number of staff you would assign to a project and their responsibilities.

QUESTIONS:

Any questions about this project should be directed to Mr. Thomas J. Roy, PE, Director of Public Works (860) 653-3222, fax (860) 408-5416, or mail to Town of Simsbury, Public Works, 933 Hopmeadow St., Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business days before the established submission date. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via an addendum available to all prospective bidders. Such addenda will become part of this Request for Proposals and the resulting contract. At least three (3) days prior to the receipt of proposals, the Town will post a copy of any addenda to its website located at:

<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

It shall be the responsibility of each prospective proposer to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

SELECTION:

The Town of Simsbury will review all proposals to determine the firm that can best meet the needs of the Town for On-Call Emergency Support Services. This will include consideration of fee, company history, references and any other pertinent information

TAX EXEMPTIONS:

The bidder shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax exempt forms will be provided to the successful bidder(s) as part of the contract award process

INSURANCE REQUIREMENTS:

The firm must carry insurance under which the Town is named as an additional insured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute, & \$100,000 employers liability limit.

- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
 - Injury or death of one person: \$2,000,000
 - Injury to more than one person in a single accident: \$1,000,000
 - Property damage in one accident: \$1,000,000
 - Property damage in all accidents: \$2,000,000

- C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
 - Injury or death of one person: \$1,000,000
 - Injury to more than one person in a single accident: \$1,000,000
 - Property damage in one accident: \$1,000,000
 - Property damage in all accidents: \$1,000,000

Insurance under B and C above must provide for a 30-day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten (10) days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

W-9 FORM

The successful bidder must provide the Town of Simsbury with a completed W-9 Form prior to commencing work.

AGREEMENT DOCUMENTS:

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications
- Any Addenda, if issued

Fee Schedule:

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule below. Cost will be evaluated using the hourly rates submitted below for the labor positions listed. The hourly labor rates shall include all applicable overhead and profit. Overtime hours will be paid at the same rate as regular time hours. All normal expenses shall be absorbed in hourly rates, including lodging, meals, transportation, and per diem. Special costs clearly outside the anticipated scope of services, with prior approval from the Town, may be billed to the Town at cost without mark-up. Proposer may also include additional, optional positions and services.

<u>POSITIONS</u>	<u>HOURLY RATE</u>
Project Manager	\$ _____
Operation Managers	\$ _____
Data Manager	\$ _____
Field Supervisor	\$ _____
Debris Site/Tower Monitors	\$ _____
Collection Monitor	\$ _____
Data Entry Clerk/Clerical	\$ _____
Billing/Invoice Analysts	\$ _____

Exhibit A
Scope of Services
Debris Removal Monitoring

Staff Mobilization

The debris monitoring firm (Monitor) will mobilize (or is mobilized to the region) with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.) in order to participate in the "response" phase of the disaster event. Additional Monitor staff shall be contacted and put on standby for potential mobilization. Logistical arrangements for out of town staff, such as lodging arrangements for key staff, is considered to be the responsibility of the Monitor.

Field Documentation of Work

Monitor shall carefully document debris removal activities, as well as hazardous trees and trees that contain hazardous hanging limbs that need to be removed. Monitor will work closely with the Town and with FEMA to determine the most effective methods of documentation to ensure that debris removal is eligible for federal funding. Monitor shall communicate with FEMA to ensure documentation supports project reimbursement. Monitor will work with FEMA in an effort to pre-validate as much eligible debris, tree and limb removal as practical.

Collection Monitoring of Rights-of-Way and Public Property Debris

Monitor will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster and is eligible for federal reimbursement. The street address and/or GPS coordinates will be recorded on each load ticket. The Monitor will initiate a multipart ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris storage and reduction site (TDSRS) or disposal site with the truck driver for load rating. Load ticketing and documentation will also be performed for hazardous tree and limb removal. This project may include monitoring the removal of abandoned cars, boats, marine debris, white goods, beach cleaning, and structure demolition. Monitor will provide similar services if debris removal from private property/right-of-entry (ROE) is approved for this project. Field monitoring of debris haulers shall be performed in accordance with current FEMA, FHWA and state requirements and in coordination with the Town.

Monitor Training

Monitor will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. The Monitor will be required to perform adequate training for locally hired staff at no expense to the Town. All Monitor employees must be able to effectively communicate to a level appropriate to their responsibilities.

Spot Checks and Auditing of Monitors

Monitor will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Town's information, and FEMA documentation. Monitor will assist the

Town in public communication and will document and relay any citizen complaints for action by the contractor or the Town.

Truck Certification

Monitor will establish a team of individuals who will inspect and certify vehicles for hauling storm-related debris in accordance with FEMA guidelines. A certification sheet with measurements, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each TDSRS/disposal site for quality control. Certifications should also include a methodology to discourage collection contractors from modifying their vehicle after certification, such as identifying unique attributes to the vehicle, like sideboards. Photographs of the vehicle and its driver shall be documented. Periodic spot checks and recertification of trucks that were potentially altered after initial certification shall be performed.

Quality Control/Quality Assurance

A QA/ QC program should be implemented by the Monitor to minimize errors in debris monitor tickets and all documentation functions. Eligibility of work, reliability of documentation and data accuracy are critical in achieving full reimbursement for eligible project expenses.

TDSRS/Disposal Sites

Monitor will provide trained monitors at TDSRS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from TDSRS sites through final disposal, if applicable.

Data Management

Monitor will establish an advanced project data management system and enter load ticket information on a daily basis. Data will also include GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. This information can be provided to the Town, FEMA and the Contractor. Additionally, the staff will work with the Contractor to reconcile invoices and review debris removal invoices for recommendation of payment by the Town. Furthermore, Monitor will organize field information for FEMA documentation, including photographs and/or GPS coordinates. Monitor will help track invoices for FEMA reimbursement and provide additional supporting information, as requested.

Public Information Support - Monitor may be asked to assist the Town in public outreach as it relates to debris recovery efforts. All field staff will be required to have appropriate understanding of the project to convey necessary information to concerned residents. This also may include assistance with press releases, public notices, and other public information functions. All functions will be performed in a manner to maximize federal and state reimbursement.

Funding Support

The Monitor shall assist the Town in securing maximum reimbursement for eligible work from state and federal agencies. Specific funding support services may include working with the Town

to develop a cash flow strategy that focuses on early reimbursement. This includes: assistance in preparing a debris quantity estimate that is supported by FEMA staff; early preparation of a project worksheet to cover the estimated cost of the entire debris removal effort at the outset of the project; and assisting the Town and FEMA personnel with Project Worksheets, Versions, etc. Monitor shall be prepared to assist Town with appeals based on their in-depth knowledge of FEMA and FHWA reimbursement policies. Monitor shall be prepared to assist the Town, if requested, in tracking progress of Project Worksheets and providing quick response to any problem or issue that may arise that could slow funding. Monitor shall be prepared to assist Town in finding additional funding reimbursement sources related to disaster mitigation.

Recovery Services

The Town is interested in selecting a monitoring firm with field implementation and FEMA reimbursement experience in community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and private property vegetative/C & D hazard removal monitoring

Other Related Services

Services not specifically identified in this request but are needed to provide a complete FEMA grant application.

Safety Meetings and Monitoring Updates

Safety of monitoring staff is of paramount importance. Monitor will hold regular meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Coordination Meetings with Contractor(s)

Monitor will initiate a coordination meeting with the debris removal contractor to help expedite the work and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Contractor Damages

The Monitor may be asked to develop a database application to track and help the Town manage contractor damages.

Status Reports

Monitor will provide detailed daily or weekly status reports to the Town, as requested, for use and information. Relevant project statistics and cumulative statistics will be shown in a straightforward manner to officials to provide information to the media or to their constituents.

END